

U.S. Bankruptcy Court
for the District of Maryland

Creditor Manual

Training Guide for Electronic Filing

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Accessing CM/ECF

The CM/ECF system is a web based software program. CM/ECF court users process cases through the Federal Courts' internal web site, while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality as determined by their needs.

STEP 1 To access the court web site, open Netscape Navigator or Internet Explorer and enter the URL (address) of the court's computer in the browser's location field. **www.mdb.uscourts.gov** (See **Figure 1**). Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.



Figure 1

NOTE: For quick access to this site in the future, set a bookmark or create a button on your navigation bar, (See **Figure 1**).

The Back button (See **Figure 2**) on your Netscape navigation bar can be used to back up in case processing or queries at any time. You will find that the Back button and the Forward button (See **Figure 2a**) will allow you added flexibility in case processing .



Figure 2



Figure 2a

- Click on CM/ECF Bookmark and then the drop down menu "General Info & More". Under the category CM/ECF "Your key to the Clerk's Office"
- Click on **Training Database Login**. (See **Figure 3**).



CM/ECF

Your Key to the Clerk's Office

- [System Requirements](#)
- [Contacts](#)
- [Trustee Exemption Order](#)
- [Downloadable Information Pamphlet](#)
- [Invitation to CM/ECF Fair](#)
- [Team Organization Chart](#)
- [Newsletter](#)
- [Online Tutorial](#)
- [Training Database Login](#)

Figure 3

STEP 2 The **CM/ECF CERTIFICATE NAME CHECK** screen may display next. You will see a security screen similar to **(Figure 4)**.

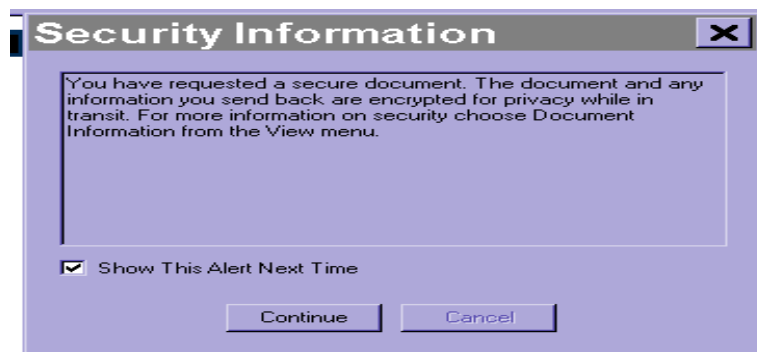


Figure 4

- Read the security information
- Click **[Continue]**

STEP 3 District of Maryland-Document Filing System Screen will appear

— Click on District of Maryland-Document Filing System (See Figure 5)



Welcome to the U.S. Bankruptcy Court for the District of Maryland

 [District of Maryland - Document Filing System](#)

This message is contained in the file OperationNotice.htm.
You may use this file to alert users to current CM/ECF operational issues.

Figure 5

STEP 4 Logins and Passwords for Public Access

Internet users (attorneys, trustees, and in some courts, certain creditors) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) to access information for queries and reports. Registered Internet users will see a login screen as pictured below. Participants will initially enter their CM/ECF login and password which has been issued by the court on this screen. This login and password allows electronic filing of documents, not access to reports or queries. Your **Login** and **Password** fields are case sensitive. A login of masonp should not be entered as MasonP or MASONP. The password cannot exceed 8 characters and should not include special characters (#,\$,%). The **client code** field is optional and is used for PACER users to associate this activity to specific customers. If an error is made before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter the information. This login screen will subsequently appear when web users select any report or query selection from a CM/ECF menu. All users are personally responsible for activity with their logins.

Participants can also be given access to maintain their login and password, address and e-mail preferences. The PACER site offers free Internet access to a series of CM/ECF tutorials for attorneys and other web users through a series of Computer Based Training (CBT) modules. No login, password or charge is required for this feature. The lessons can be done at a PC in individual modules at the convenience of the student. Screens replicate the CM/ECF environment and are interactive. This resource is at <http://www.pacer.psc.uscourts.gov/ecfcbt/> or may also be accessed by click on the pacer link from the CM/ECF area of the court's web page.

Bankruptcy case information on CM/ECF is available to the public through participating court Internet sites. For instance, the bankruptcy court in the District of Maryland can be accessed by typing this URL, www.mdb.uscourts.gov, for pacer the URL is <http://pacer.mdb.uscourts.gov/> in the Location Box of your browser. A PACER login for each court user is necessary for access to reports and queries. Inquiries can be made through Public Case Query which provides search capabilities by case number or name. PACER gives participants access to a CM/ECF court calendar, a cases report, claims register, creditor matrix and case docket sheets. This information is current and is updated with activity in real time.

CM/ECF registered users can subscribe to electronic notification of any filing on any case within the district. These notices are received through the participants e-mail program. Notices can be monitored throughout the day or by requesting a daily summary of activity of all the cases they have signed up for. Every user can access a copy of the document that has been filed **once without charge**. It is advisable to save or print this file. Subsequent requests through the document's hyperlink will produce the standard PACER login screen.

ECF/PACER Login

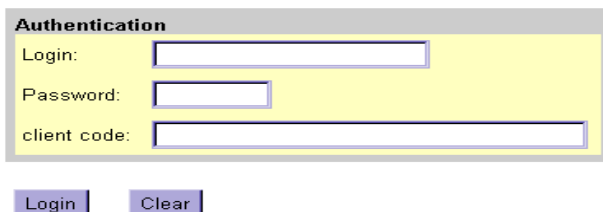
Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

The image shows a web form titled "Authentication" with a yellow background. It contains three input fields: "Login:" with a long text box, "Password:" with a shorter text box, and "client code:" with a long text box. Below the fields are two buttons: "Login" and "Clear".

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>
<input type="button" value="Login"/> <input type="button" value="Clear"/>	

Figure 6

- , Enter Login and Password
- , Click **[Login]** to continue

STEP 5

The CM/ECF Main Menu screen displays (See **Figure 7**)

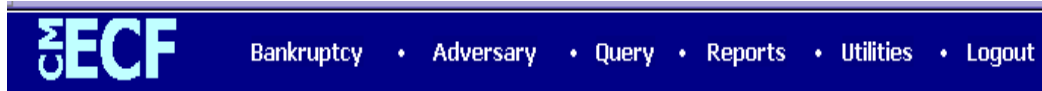


Figure 7

Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, generate reports or maintain the system. This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar

How to Convert a Document to PDF (Portable Document Format)

The following instructions will guide you on how to convert a document to PDF. The illustration is done using WordPerfect. For our example we will be using a Motion For Relief from Stay.

CAUTION: The size of the document must not exceed 1.5 Megabytes, approximately 25 scanned pages or 300 pages converted from word processing software. Break documents larger than 1.5 Megabytes into separate attachments that are 1.5 Megabytes or smaller.

STEP 1 Create a document. (See Figure 1)

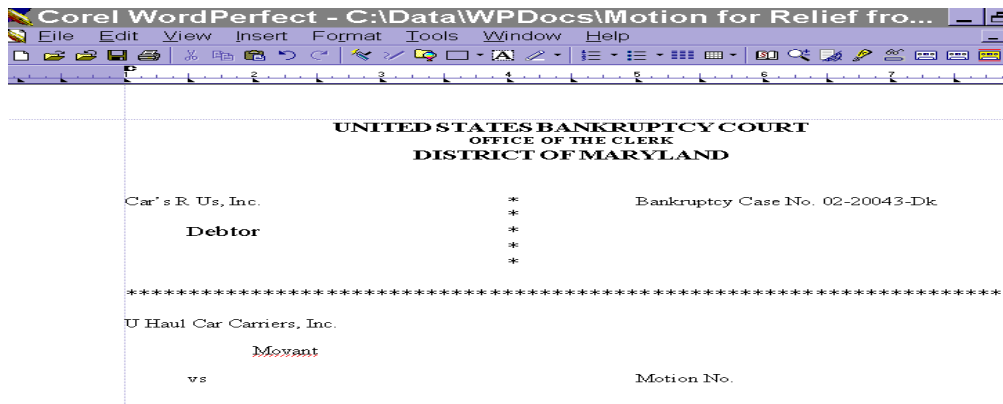


Figure 1

STEP 2 Click the **Printer** icon on your toolbar or click on file and then click on print (See Figure 2)



Figure 2

— Click the down arrow on the “Current printer:” field.

STEP 3 Select “**Acrobat PDFWriter**” from the drop down menu. (See **Figure 2a**)

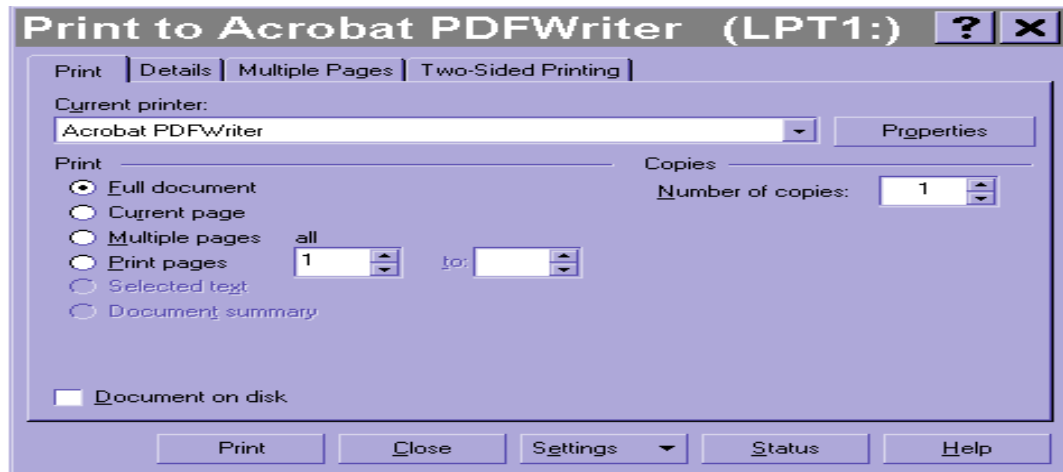


Figure 2a

- Click the “**Print**” button.

STEP 4 Select the **directory** where the PDF file will be saved.(See **Figure 2b**)

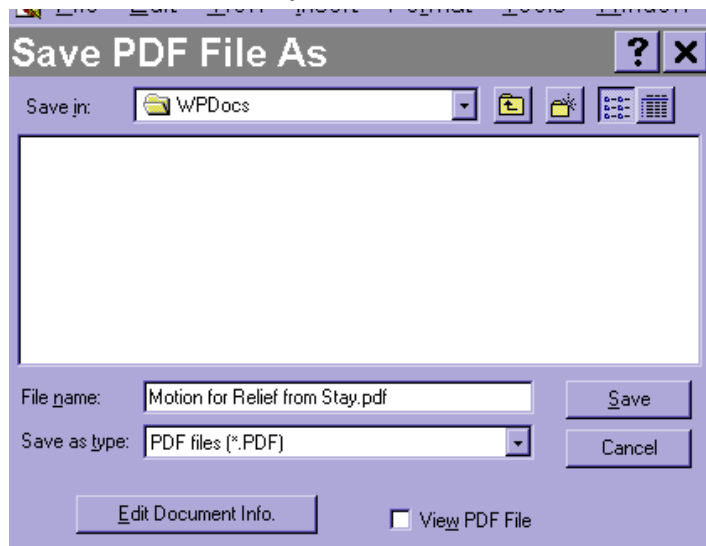


Figure 2b

- Click the **save** button.
- The document is now saved as a PDF document and is ready for you to process on CM/ECF.

Filing Proofs of Claim

Limited use logins (for creditors) and attorney logins allow users to file proofs of claim. When a proof of claim is filed electronically, the claim will be attached to the creditor record of the claimant. According to Exhibit B to Administrative Order 03-02, the Electronic Case Filing Procedures, each proof of claim PDF file must conform to Official Form 10 with respect to the information requested by that form and must include the following statement:

“Penalty for presenting fraudulent claim: ‘fine of up to \$500,000 or imprisonment up to 5 years, or both.’ 18 U.S.C. §§ 152 and 3571.”

Exhibit B, section IIC also provides guidelines for attachments to claims, which should only excerpt the critical portions of documents filed as exhibits to the claim which evidence the amount of the claim and demonstrate the claimant’s interest.

STEP 1 Click **Bankruptcy** on the CM/ECF Main Menu bar. (See Figure 1)



Figure 1

- Select the File Claims hyperlink.

STEP 2 The Creditor Search screen displays. Enter the case number. (See Figure 2)

- Usually the creditor name is already in the database and you may search for it by entering the name, case specific and including punctuation, or a significant part of the name. Wildcards (*) are not required but may be used.
- The Type of Creditor field defaults to Creditor. Do not change this unless you are searching for a creditor that was added using a different type.
- Click [Next] to search for the creditor.

Search for Creditor

Case Number

Name of creditor

Type of creditor

- Creditor
- Administrative
- 20 Largest Unsecured Creditors
- Limited Notice
- Notice of Appearance

Figure 2

STEP 3 Select a Creditor for Claim. (See **Figure 3**)

Select a Creditor for Claim

Case 02-56868: Joseph Schmo

[Add Creditor](#)

Figure 3

- If you left the search criteria blank you'll be presented with all the creditors in the case. Using the down arrow, click on the creditor's name to select it. Otherwise, click on the creditors's name that matched your search.
- Click [Next]
- If you are unable to find a creditor, refer to the [Creditor Maintenance](#) instructions before adding the creditor.

STEP 4 Enter Proof of Claim Information.

- If the claim is amending a previously filed claim, enter the previous claim number in the **Amends Claim #** field.
- Make a selection in the **Filed By:** field by using the down arrow and clicking on your choice. Or you may leave the default selection as Creditor.

- Complete the **Amount Claimed** fields, entering the claimed amounts in the appropriate categories. Do not use dollar signs or commas when entering monetary amounts. Values default to whole dollars; decimal points are accepted but not required.
- The **Status** field is controlled by the court.
- Do not enter an **Amount Allowed** at this time. This amount will appear on the claims register.
- Enter a brief description in the **Description** field. This field is 60 characters long and will appear on the Claims Register.
- Click [Next].

STEP 5 The PDF Selection screen displays. (See **Figure 4**)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

Figure 4

- Click [**Browse**] to find the claim PDF file. Navigate to the directory where the appropriate PDF file is located and double-click the PDF file to select it and associate it with the proof of claim.
- The **Attachments to Documents** option defaults to **No**. If you have supporting documentation to link to this document (contracts, invoices, etc.), click the **Yes** radio button to indicate there are attachments. (Refer to module: [Attachments to Documents](#)). Also refer to Exhibit B to Administrative Order 03-02, section IIC for information about excerpting supporting documents.

NOTE: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select **Open** to view the image in Adobe Acrobat.

- Click [**Next**] to continue.

STEP 6 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the claim has been filed electronically in the court's database. It certifies the that document is now an official court document.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.

Attachments to Documents

This module demonstrates the steps to take when an electronically filed document has attachments. This would occur most frequently when a document (such as a proof of claim) has supporting documentation to be included with the filing (such as contracts, invoices, etc.). In that instance, there would be more than one *PDF* file; the document itself converted to *PDF* format and one or more attachments scanned and saved in *PDF* format separate from the main document. Refer to Administrative Order 03-02, Exhibit B, for procedures on excerpting supporting documentation to include only portions that evidence the amount of the claim or demonstrate the claimant's interest.

Attachments to Documents

STEP 1 The PDF Selection screen displays. (See Figure 1)

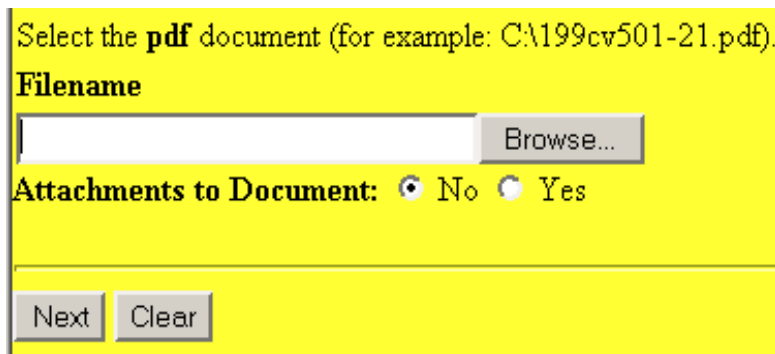


Figure 1

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located for the main document. Double-click the PDF file to select it and associate it with the docket entry.

NOTE: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select *Open* to view the image in Adobe Acrobat.

- The Attachments to Document radio button defaults to No. Click to select **Yes**. If there are multiple exhibits to attach to a single document, they may be scanned separately or as one attachment.
- Click **[Next]** to continue.

STEP 2 The Attachments to Document screen displays (Sections 1 & 2). (See Figure 2)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf)

Filename

2) At your option, select a document type and/or enter a description.

Type

Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Step 1. When the list of filenames is

Figure 2

- **Section 1:** Click [**Browse**] to navigate to the directory where the attachment PDF file is located. Double-click the PDF attachment file to select it and include it with the main document for this docket entry.
- The attachment PDF filename now displays.

STEP 3 Section 2 allows for descriptive information about this attachment.

- , Click on the down arrow — to reveal the list of options in the Type category. (See Figure 2a)

Type

Description

Appendix

List of 20 Largest Creditors

Exhibit

Index

Affidavit

Revision

Schedule

Supplement

Volume(s)

Proposed Order

box below. If you have more attachments, go back

on.

st

from List

Figure 2a

- , Click to highlight a Type if appropriate for this attachment, or leave blank.
- , Click inside the Description field to type the name of the attachment(s) as you want it to appear on the docket. (Eg. Deed of Trust and Promissory Note, etc.).
- , Click [**Add to List**] to include the attachment in the docket entry.

STEP 4 Section 3: The Attachment Filename displays. (See Figure 2b)

The screenshot shows a software window with a text input field at the top containing the filename 'T:\All_Staff_PDF for training\Order.pdf'. To the right of the input field are two buttons: 'Add to List' and 'Remove from List'. Below the input field is a 'Next' button.

Figure 2b

- , Add the filename to the list box. If you have more attachments go back to Section 1 . When the list of filenames is complete click [**Next**] .
- , If the attachment filename displayed is incorrect, click to highlight the filename, then click **Remove from List**.
- , If there are additional attachments to include, repeat **Steps 2 through 4** until all attachments are displayed in **Section 3**.
- Click [**Next**] to continue the rest of your transaction.

Other Claim Events

Creditors may also electronically file Assignments of Claim, Notices of Assignment of Claim and Withdrawals of Claim. The following instructions apply to all of these transactions.

STEP 1 Click **Bankruptcy** on the CM/ECF Main Menu bar. (See **Figure 1**)



Figure 1

- Select the Claim Actions hyperlink.

STEP 2 Enter the case number and click [Next].

STEP 3 The File a Claim Action screen displays. Select one of the following transactions from the pull down menu (**See Figure 2**):

- Assignment of Claim (also referred to as Transfer of Claim)
- Notice of Assignment of Claim
- Withdrawal of Claim
- Click [Next] to continue.

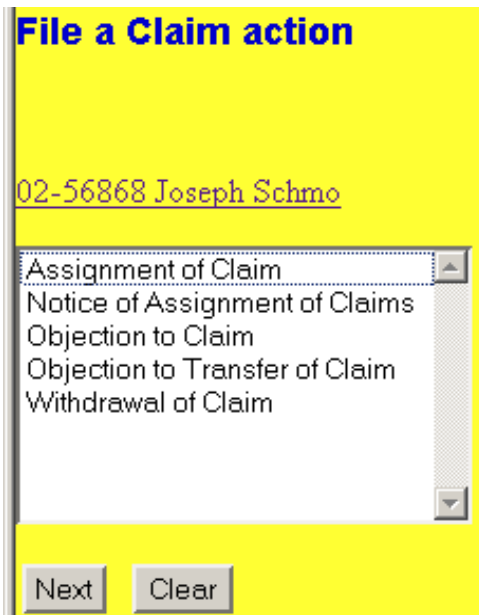


Figure 2

- STEP 4 You will be prompted to select any additional attorneys at this screen. Do not make any selection here. Click **[Next]**.
- After clicking **[Next]** you'll receive a message noting that you did not select an attorney. Click **[OK]** to continue.
- STEP 5 Select the Party screen displays.
- If the creditor is listed, click on it to select. Then click on **[Next]** and proceed to STEP 6 of these instructions.
 - If the creditor is not listed, click the Add/Create New Party hyperlink.
 1. Search for the creditor by entering the creditor's name in the Last/Business Name field and click **[Search]**.
 2. The Party Search Results screen displays. There may be more than one record with the same name. To verify that you are selecting the correct creditor, click on the name to display a window providing address information. If the correct creditor is not found, proceed to #4.
 3. After clicking on the correct creditor, click on **[Select name from list]** and proceed to STEP 6.
 4. If you do not find the correct creditor and address, click on **[Create new party]**.
 5. On the Party Information screen enter the creditors correct name and address. Also select a role type of Creditor (**cr:cr**). Click **[Submit]**.
 6. You return to the Select the Party screen. Click on the creditor you've added and click **[Next]**.
- STEP 6 The PDF Selection screen displays. (See Figure 3)

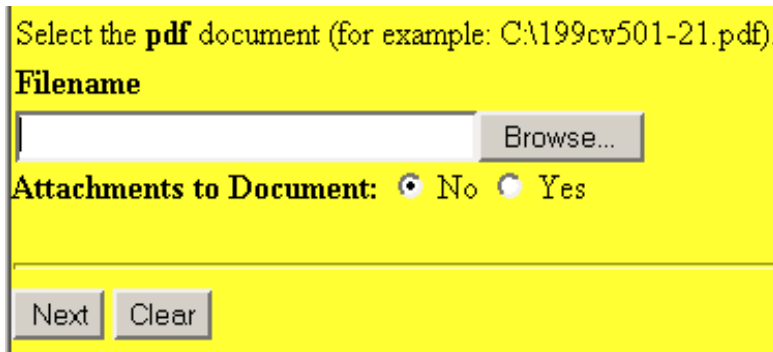


Figure 3

- Click **[Browse]** to find the PDF file of the pleading you are filing. Navigate to the directory where the appropriate PDF file is located and double-click the PDF file to select it.
- Click **[Next]** to continue.

- STEP 7 Another screen may display, prompting you for more information, such as the claim being transferred or withdrawn, etc. Complete the appropriate information and click **[Next]**.
- STEP 8 You may have the opportunity to modify part of the docket text. Type any additional information you would like to include in the white box or make your selection from the pull down menu. You may also choose to leave the standard docket text as it is. Click **[Next]**.
- STEP 9 The final docket text screen displays. Check that everything has been entered correctly.
- If corrections need to be made, review your entries by clicking the **[Back]** button on your browser. Correct information and follow all of the remaining steps again from the point of correction.
 - Click **[Next]** to continue.
- STEP 10 The **Notice of Electronic Filing** screen displays.
- The Notice of Electronic Filing is the verification that the transaction has been filed electronically in the court's database. It certifies the that document is now an official court document.
 - To print a copy of this notice click the browser **[Print]** icon.
 - To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
 - You may also save the notice through the browser **File/Save** option.

Creditor Maintenance

Creditors in a bankruptcy case are electronically stored in a separate database from other parties in the case. The creditor records are used for noticing and for proofs of claim. Usually when the creditor files their proof of claim, they are already listed as a creditor in that particular case. There may be instances where they have not been listed, however, and need to be added to the case in order to file a proof of claim. The following instructions illustrate how to add a creditor to an existing case.

STEP 1 Click **Bankruptcy** on the CM/ECF Main Menu bar. (See Figure 1)

STEP 2 Select the **Creditor Maintenance** hyperlink. (See Figure 1)



Figure 1

STEP 3 The Creditor Maintenance screen displays. (See Figure 2)

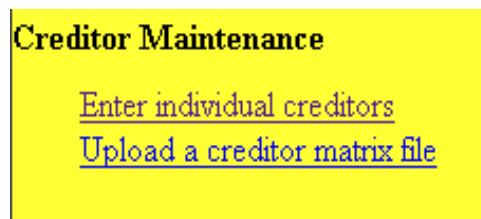


Figure 2

- Select the **Enter individual creditors** hyperlink.
- Enter the case number.
- Click [Next].

STEP 4 The Add Creditor(s) screen displays. (See Figure 3)

Add Creditor(s)

Case 02-56868 already contains creditors!

Case number 02-56868 Joseph Schmo

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Type

Creditor committee ☒ No ☐ Yes

☒ Continue To Enter ☐ Last Entry

Figure 3

- Enter the name and address information of the creditor you are adding on the appropriate lines, as if you are addressing an envelope.
- The Type defaults to Creditor.
- If the creditor is a member of the **Creditor Committee**, click the **Yes** radio button.
- If you are adding more than one creditor in this case, leave the **Continue to Enter** radio button checked and click [Next] to continue adding creditors.
- When you are done adding creditors, click the **Last Entry** radio button and click [Next] to continue.

STEP 5 The Add Creditor(s) screen displays again to confirm the number of creditors you've added. (See Figure 4)

- Confirm the number you've added. If it is correct, click [Submit]. If it is not correct, use your browser's [Back] button to review your entries.

Add Creditor(s)

Total Creditors Entered 1

Figure 4

- STEP 6 The Creditors Receipt screen displays, confirming the number of creditors that have been added to the database. (See **Figure 5**)
- From this screen you may select the [File a Proof of Claim](#) hyperlink to file a proof of claim. (See [Proof of Claim instructions](#))
 - Or you may select to [Return to Creditor Maintenance](#) to continue creditor processing.

Creditors Receipt

Case Number	02-56868
Total Creditors Added to Database	1

[File A Proof Of Claim](#) [Return To Creditor Maintenance](#) [Menu](#)

Figure 5

Maintaining Your User Account

All CM/ECF users will be issued an account with a user login and password. The CM/ECF login provides registered users the ability to submit pleadings electronically to the court. Public users (attorneys and creditors) must also log into PACER to inquire on cases or look at reports. Existing PACER logins and passwords will be accepted. Non-court users can access their own account information through the Maintain Your ECF Account menu. Using this option, participants can update their name, mailing and E-mail addresses, phone and fax numbers, and password. Users can therefore control the accuracy of their own information in a timely manner.

This module explains how users can update:

- User name, address and other party data.
- E-mail information.
- Electronic noticing preferences.
- User passwords.

STEP 1 Click the **Utilities** on the CM/ECF Main Menu bar. (See Figure 1)

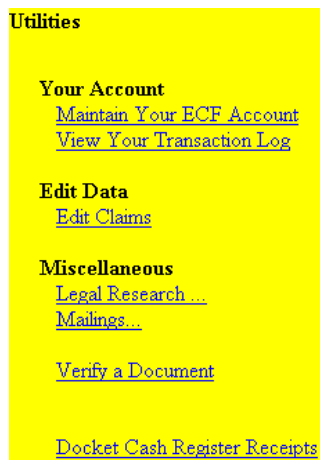


Figure 1

- Select Maintain Your ECF Accounts.

STEP 2 Your user account screen will appear displaying your current account information. (See **Figure 2**)

Maintain User Account

Last name First name
Middle name Generation
Title Type
Office
Address 1
Address 2
Address 3
City State Zip
Country County
Phone Fax
SSN Tax Id
Bar Id Bar status Mail group

Document: Done

Figure 2

- Update your personal information on this screen. When it is correct, click **[Submit]** to save the changes. If the **[Submit]** button is not used, the record will not be modified.
- The **[Email information...]** and **[More user information]** buttons provide further screens to modify your user profile. The following pages will explain these features in more detail.

STEP 3 The **E-Mail Information** screen presents options for control of your electronic notification on each court's CM/ECF system. (See **Figure 3.**)

CM/ECF Bankruptcy • Adversary • Query • Reports

E-mail information for Perry Mason

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

Figure 3

STEP 4 You can request e-mail copies of notification on all cases to which you are a party or only on specific cases. You can receive e-mail activity throughout the day or a daily summary of all noticing activity. “All activity” includes notification of claims as well as other entries to a case. Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

Each section on the E-Mail Information screen is explained below:

- **Primary e-mail address.** This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish a separate e-mail account for CM/ECF activity from your routine e-mail correspondence.
- **Send the notices specified below...**
 - 9 To my primary e-mail address**
To activate CM/ECF notification you must first check the box at your e-mail address.
 - 9 To these additional addresses**
You may have notices sent to other e-mail addresses besides your primary e-mail address. (Paralegals or chambers staff may want to share this notification activity.) When entering multiple e-mail addresses, separate each address with a semi-colon.
 - 9 Send notices in cases in which I am involved**
Checking this box will automatically inform the user when any filing

has been submitted in a case where this person is a participant. Chapter 7 panel trustees and offices of the U.S. Trustee may find this advantageous for new filings as well as routine case activity.

9 Send notices to these additional cases

You do not have to be a participant in a case to receive notification of activity. Trustees and attorneys can elect to be notified of activity in cases in which they have an interest but are not parties to the case. Court and chambers staff can monitor cases through this process also. It is possible to select both options.

NOTE: This list is maintained by each user. As you are involved in more cases or as cases close, you must update this screen.

9 Send a notice for each filing

Checking this box means you will receive e-mail notices when activity occurs throughout the day to the account(s) specified above. The title of the e-mail will describe the type of filing and the case number.

9 Send a Daily Summary Report

A comprehensive list of one day's activity can be sent once a day. Notifications for claims will also be included in this mail list. **(See Figure 4)** A Summary report includes the case numbers and titles of cases in which activity occurred for that day. The text of the summary e-mail notification will display the docket event and the document number (including the hyperlink).

NOTE: You cannot elect to receive both separate notices and the summary report.

Perry Mason	12/20/2002	8511	Summary of ECF Activity
<u>02-10402</u>	<u>Carla Costa</u>	Motion for Sanctions	242
<u>02-20043</u>	<u>Car's R US</u>	Motion for Relief from Stay	
<u>02-20047</u>	<u>Thomas and Rebecca Sawyer</u>	Voluntary Petition 1	

Figure 4

— Format notices

Enter the e-mail delivery method. This selection will be determined by your e-mail type.

9 html format for Netscape or ISP e-mail server.

The html format will include hyperlinks to the document or claim.

9 Text format for cc:Mail, GroupWise, other e-mail service

Text format will feature the URL of the PDF document which can be copied and pasted into the location bar of your browser. **Figure 4a** shows an example of a text formatted notice.

Notice of Electronic Filing

The following transaction was received from Perry Mason on 12/20/2002 at 3 :51PM EST

Case Name: Thomas Sawyer

Case Number: 02-20043 [https://ecf-train.mdb.uscourts.gov/cgi-bin/DktRpt.pl? 252](https://ecf-train.mdb.uscourts.gov/cgi-bin/DktRpt.pl?252)

Document Number: 2

Figure 4a

- When you have entered your e-mail preferences, click on **[Return to Account screen]** to save the data.
- The screen in **Figure** is used to confirm the information which has been submitted. If you checked any of the boxes for sending notices for each filing, or sending a Summary Report, this screen will indicate the option is turned “on”.

Any additional case numbers (and hyperlinks) will be displayed under the **Case list:** heading. If invalid case numbers were entered, you will receive an error message after submitting the data and be given the chance to back up and enter a valid number.

STEP 5 If you click on **More user information** from your account screen, your login and password information will be displayed (**See Figure 4b**)

More User Information for Perry Mason

Login	<input type="text" value="masonp"/>	Last login	12-21-2002 11:16
Password	<input type="password" value="*****"/>	Current login	12-21-2002 11:16
Prid	84	Create date	04/30/2002
Registered	Y	Update date	12/21/2002
Internet Credit Card			
Groups	Attorney		
<input type="button" value="Return to Account screen"/>		<input type="button" value="Clear"/>	

Figure 4b

- The login and password are assigned by the court. The court requests that users **not** change their assigned login however, users can change their password here.

Remember:

- Logins and passwords are case sensitive;
- These are alphanumeric fields;
- Passwords have a maximum of 8 characters;
- When you enter a new password it is displayed on the screen.
Your subsequent queries to this screen will show only asterisks.
(No one will be able to tell you what your password is. Contact the court if you forget your password.

- When you have entered the information as desired, click on
[Return to Account screen]

STEP 6 Your User Account screen displays (See Figure 5)

Maintain User Account

Last name	Mason	First name	Perry
Middle name		Generation	
Title		Type	aty
Office			
Address 1	101 Courthouse Sq		
Address 2			
Address 3			
City	Rockville	State	MD
		Zip	20850
Country		County	
Phone		Fax	
SSN		Tax Id	
Bar Id		Bar status	
Initials	DOB	AO code	Mail group
			Person end date

Email information... More user information...

Submit Clear

Figure 5

- When all of your account information is correct, click **[Submit]**.

STEP 7 A list of the cases you are associated with will then appear (See Figure 6)

Searching for existing Attorney Records
Select the cases to be updated

CAUTION: If you modified name, SSN, Tax ID, or Bar ID on the previous screen, the new values will be recorded for ALL cases to which the person is linked. Modifications of other items will be recorded ONLY for those cases you select below. Click the question mark on the menu bar above for more information.

2002-20002 Tom West
2002-20003 Mary Post
2002-20043 Car's R US and Cars, Cars & Cars
2002-20044 Tom West
2002-20045 Tom West
2002-20047 Thomas Sawyer and Rebecca Sawyer
2002-20047 Thomas Sawyer and Rebecca Sawyer
2002-20047 Thomas Sawyer and Rebecca Sawyer
2002-20048 Huckberry Finn
2002-20049 "O" All Right Repair Shop, Inc.

Submit Clear

Figure 6

- If you want this new information to apply to all of the cases, click on *****Update all***** at the top of the list. To change information only on certain cases, hold down the [Control] key after selecting the first case number and click on the others, one at a time, to highlight them.
- When you have all of the desired cases or *****Update All***** highlighted, click **[Submit]** to apply the new information.
- The system will update the records and inform you that they were updated. You can then click on another selection in the CM/ECF Main Menu Bar.

USER TRANSACTION LOG

Transaction Log			
Report Period: 11/02/2002 - 12/21/2002			
Id	Date	Case Number	Text
5661	11/07/2002 16:02:20	1-02-bk-10054	Motion for Relief from Stay <I>2002 Ford Explorer</I>. Receipt Number cc, Fee Amount \$75, Filed by Ford Motor Credit Corp.. (Mason, Perry)
5662	11/07/2002 16:05:53	1-02-bk-10054	Notice of Motion.Notice Served on 11/05/02, Filed by Ford Motor Credit Corp. (related document(s)[2] Motion for Relief From Stay filed by Creditor Ford Motor Credit Corp.). Objections due by 11/25/2002.Hearing scheduled for 12/6/2002 at 09:15 AM a
5663	11/07/2002 16:08:17	1-02-bk-10054	Motion for Relief from Stay <I>as to 2001 Ford Expedition</I>. Receipt Number cc, Fee Amount \$75, Filed by Ford Motor Credit Corp.. (Mason, Perry)

Figure 7

All docketing activity is recorded through each user's User Transaction Log. This feature is found under Utilities on the CM/ECF Main Menu Bar. Information on this log can be selected by date range.

This record may be useful in researching case filings. Dates, case numbers, times and document type are tracked.

Your transaction activity is not accessible to other users, except for court systems staff.